

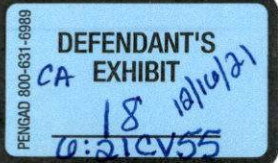
Date: 1/2/18

44 (47)

NEW EMPLOYEE ORIENTATION MEETING ATTENDANCE

Please Sign In

NAME	DEPARTMENT
Richard Forrest Ansell ✓	AOS
Courtney Beltz ✓	Institutional Research
DUSTIN FOSTER ✓	AERONAUTICS/AVIATION MAINTENANCE
Paul Multer ✓	Chemistry & Biology
Aaron Johnson ✓	Registrar
Elijah Romick ✓	Resident Admissions
LISA M. LUCENA ✓	LAW SCHOOL ADMISSIONS
Aaron Bumpick ✓	LUPD
Jesse Reckley ✓	IT-DEV
Kiersten Dahlstrom ✓	Resident Admissions
Robert Fitzgerald ✓	Custodial
Mintesinot Zeleke ✓	LUO Admissions Counselor
Chelsea Moore ✓	LUOA admissions
Savannah Brooks ✓	Admissions (Resident)
Rachel Basye ✓	LUPD
Janes Reel ✓	LUPD
Terrri Sanders ✓	Custodial
Ethan Taylor ✓	IT Development
Rachel Shallenberger ✓	Registrar
Winona Doudy ✓	LUOnline
Emily martin ✓	Recreation Centers
Brenda Nault ✓	Registrar's Office
Darryll Dowell ✓	Chancellor
Addison Rahn ✓	Admissions
Andrew Ashby ✓	Registrar
Maggie Hendrix ✓	student advocate
Scott Lamb ✓	
Peter Brake ✓	LU online
Rachel Hatch ✓	LUO Admissions
TIMOTHY HODGE ✓	LUCOM
Joshua Hendricks ✓	IT Department - Web Development
32 Samantha Bastone ✓	LU online



LIBERTY
UNIVERSITY
HUMAN RESOURCES

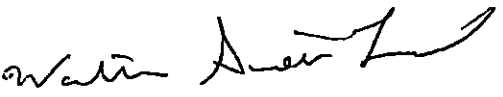
New EMPLOYEE Orientation

Welcome to Liberty University!

We are excited that you are with us today to hear about the Liberty story and become a part of the Liberty family. We are discussing a variety of topics to assist you in acclimating to life as an employee. We ask that at the end of orientation, that you would please read and sign this acknowledgement and leave it with one of the HR staff.

- **Statement of Mission and Purpose**
- **Tax paperwork**
- **LUPD Services and Regulations (i.e. parking)**
- **Dining, meal plans and Flames Cash**
- **Wellness and Fitness Opportunities**
- **Claim Your Liberty Account and Email**
- **Getting your Liberty ID and Card Services**
- **myLU (Where it is and what it's for?)**
- **HR iPay & Benefits site & the ADP Benefit App**
- **Pay Days and Pay Checks (first one is mailed)**
- **TimeSaver**
- **Employee Handbook (including: Inclement Weather, Dress Code, Grievance, Harassment & Discrimination Avoidance, Career Advancement)**
- **You Matter**
- **Benefits (including: paid holidays, vacation and personal/sick days)**
 - You must elect your health and welfare benefits online within 45 days of hire
- **Automatic Contribution Arrangement 403(b)(9) Retirement Plan**
 - You will have 5% of pay automatically deducted from your paycheck and matched by Liberty (@ 5%) unless you actively elect not to do so.

I hereby acknowledge that I have heard the presentation containing the items listed above in the New Employee Orientation. The presentation has provided details concerning employment practices, policies, location of offices as well as how to enroll in our benefit programs.



Signature

WALTER SCOTT LAMB

Name (Printed)

01/02/2018

Date